Project Number (25 Char)*	Project Name (30 Char)	Long Name (120 Char)	Project Manager	Budget Approver	Reviewer	Certifier	WAWF Misc Pay Certifier		
M42974_0022_000000_RTPD	MCAS YUMA CMD TRAINING	MCAS YUMA COMMAND TRAINING	███	███	███	███	███		
Parent Top Task (25 Char)		Task Name (20 Char)	Description	Budget Fiscal Year	BA/BSA/BLI	Fund	OCO (Y/N)	Program Element	L4 GL Org
███		COMMAND TRAINING	COMMAND TRAINING	2022	███	███	█	███	███
	Child Sub Task Number (25 Char)*	Task Name (20 Char)	Description	Budget Fiscal Year	BA/BSA/BLI	Fund	OCO (Y/N)	Program Element	L4 GL Org
	███	Academic Degree Program	Academic Degree Program	2022	███	███	█	███	███
	███	███	███		███	███	█	███	███

Step 1 (Project)*	Populate the required **New Project** information **(Columns A through H)** for any new Projects and Task requests. **If** you are adding **NEW TASKS** to an **Existing Project**, we will only require the **Project Number (Cell 2A)** to search and add additional tasks and proceed to **Step 2**.
Step 2 (Top Task)**	Populate the required **New Parent Top Task** information **(Columns A + C through J)** for new Top Tasks that will be added to a Project. If you are adding **Child Sub Tasks** under an **Existing Parent Top Task**, we will only require **Column A** on the first row to reference the Parent
Step 3 (Sub Task)***	Populate the required **Chargeable Sub Task** information **(Columns B through J)** for any new Chargeable tasks to be added. *** If you are adding **new Chargeable tasks** you **must include** the **Project Number** and **Parent Top Task Number** in Cells **2A** and **4A** above.
Notes	- All fields on this template are required for new adds, with the exception of the Description
	- If you require additional Projects and Tasks, insert additional rows to the request in the templated format above